

Conditions of Continued Current Assignment

In 1989, the Superintendent of Schools was clear in his direction that the spirit of cooperation was to be at the forefront of responsibility for both administrators in charge of the campus at Lakeland/Harrison. Relationship building on this unique campus must be a primary focus and responsibility for both principals.

Effective immediately, it is the expectation that the principals of both Lakeland Senior High School and Harrison School for the Arts implement in totality the action plan specified herein in the mutual best interest of all concerned, particularly that of the students served by both entities. Furthermore, it is the stated expectation that the principals will demonstrate a spirit of "give and take" which will serve as a testament of their leadership in facilitating a divided educational community to becoming one where educators work with a common goal, vision of unity and the building of relationships for the betterment of the students participating in programming offered by both Lakeland and Harrison.

While the district stands ready to support the efforts of both principals, it is incumbent upon them to ensure the success of this plan. Failure to do so will constitute gross insubordination and subsequent disciplinary action.

Specific Expectations

1. School Improvement

- Harrison and Lakeland High staff will work together to prepare the annual school improvement plan. This includes attending district-level SIP meetings, completion of the annual plan, and mid-year assessment and reporting. The SIP will include specific methods of meeting the unique needs of HSA students in the curricular areas addressed in the SIP.
- Harrison and Lakeland staff members will work collaboratively to analyze school data. A Harrison representative faculty member will work on the LHS SIP team to provide input and act as a liaison between the two faculties.
- Data Day activities will not be combined.
- Accountability data and arts achievement data will be shared with both school communities.

2. Accreditation

- Harrison will continue to seek a separate, independent accreditation through the Southern Association of Colleges and Schools. The five year cycles and culminating reviews will occur simultaneously. There will be one site visit conducted by two teams. Harrison will work with SACS to establish a visiting team.
- The planning and preparation for the visit will be a collaborative effort between the two schools. Administrators from both schools will work with a faculty leadership team comprised of staff from both schools.

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3. School Advisory Committee

- The School Advisory Committee (SAC) will be overseen by LHS administration. Harrison will have representation in the form of: 1 parent, 1 student, 1 administrator, and 1 staff member. Harrison recognizes that the priority of the SAC membership is the ratios of school-based/non-school-based and ethnicity. Adjustments may need to be made in order to meet statutory requirements.

4. Administrative Teams/Communication

- All administrators will meet at least once per month. This meeting shall take place on the first Monday of each month at 7:30 AM. If a holiday falls on the first Monday of the month, the meeting will fall to the following Monday. The topics to be discussed during these meetings include, but are not limited to: student scheduling/master schedule issues, facilities usage, student testing, upcoming events and activities, curriculum issues, discipline issues, facility issues, and unique issues of concern. Guidance issues will be addressed at the front end of the meeting, and each school will have a guidance representative present (as needed). Guidance representatives will be excused from the meetings once those issues are addressed.
- Both principals recognize the importance of their joint presence at these meetings. While there may be times when either and/or both principals are unavailable to meet, both principals will strive to clear their calendars and set these meetings as a priority. Additional meetings will be held as deemed necessary.

5. Joint Faculty Meetings

- Principals will collaboratively schedule at least three joint faculty meetings during the school year in August, January and June for the purpose of sharing plans, policies and procedures. Both principals are expected to participate in the planning and presentation of these meetings. It is further expected that the principals take these opportunities to clarify all expectations and procedures for their staffs.

6. Faculty Senate/Student Senate

- A single faculty senate will be created. The faculty senate will be comprised of three faculty members from each school. The faculty senate will serve as the body that communicates with school-based and district-based leadership, is consulted when issues arise that necessitate faculty input, and assists in creating a collaborative culture. The faculty senate does not set policy.
- The faculty senate will meet no less than once each nine-week grading period.
- Both faculties will work together to create a climate that honors each student and does not demean him or her for their chosen passions.
- The student senate will serve the same purpose as the faculty senate. Each school will have one student per grade level serve on the student senate. The makeup of

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the student senate should be similar to the demographics of the school populations and represent a cross-section of student interests.

- The student senate will meet no less than once each nine-week grading period.
- The student senate does not set policy.

7. Scheduling

- Scheduling issues will be addressed as soon as a concern arises. Primary contact will be between the AP's, and the principals will be kept informed as to any conflicts/resolutions.
- All student course requests will be entered no later than May 1st each year. If the deadline cannot be met because of unforeseeable road blocks, the two administrations will negotiate in advance an alternate deadline.
- Students in both schools will be scheduled according to district policies and sequences. If a deviation occurs, prior approval from the Senior Director of High Schools will be obtained AND communication of the deviation will occur in advance.
- Testing schedules will continue to be discussed and negotiated between the administrative staffs of the schools.

8. Facilities

- It is recognized that the schools share a campus, and as such there are certain facilities that are "shared" facilities. These include the cafeteria, media center, gymnasium and theater. If the Harrison administration or staff would like to use the cafeteria, gym or media center, they will contact the LHS principal in order to coordinate. Likewise, if LHS would like to use the theater, contact will be made with the HSA principal in order to coordinate.
- Every effort will be made to accommodate requests for facility usage. Requests are subject to existing calendar events.
- LHS and HSA will work together to create a plan to be shared with all staff concerning appropriate decorum and behavior for students and staff members holding/attending events at shared facilities.

9. Supervision

- All adults are responsible for supervision at all times. A duty schedule will be created by merging the duty schedules of teachers from each school in accordance with the Teacher Collective Bargaining Agreement and subject to district review and approval.
- The importance of student supervision after school hours will be stressed by both administrations. LHS staff and Harrison staff will be responsible for students involved in after- hours activities. Students not being supervised will be asked to leave the campus. Harrison students riding an activities bus after normal school hours are to be supervised by a Harrison staff member. The Harrison staff

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member will remain on campus and available until the last student in his/her program leaves the campus. LHS students awaiting pick-up in front of the theater will be off campus by 2:30 or directed to wait at the Attendance/Discipline Office.

10. Prom

- There will be a single prom and a single homecoming dance.
- The Harrison Arts Council and sponsor will assist in planning the prom.
- Every effort will be made to avoid conflicts in dates with Harrison performances.
- This date will be determined by September 1st of each year.
- Consistent with established tradition, Harrison will offer a spring dance for Harrison students grades 9-12. Lakeland students may attend as invited guests of Harrison students.
- Opportunities will be provided to students with limited economic means to ensure equitable access to either of these events. This would be the responsibility of each school to afford these opportunities to their respective students.

11. Student Activities

- There will be a concerted effort to have joint activities. It is recognized that there are activities that Harrison will plan that are exclusively for its students. There will be an administrator from each school present at Homecoming and Prom dances to assist with supervision and to promote a unified culture.
- The school leadership teams will work collaboratively to offer additional joint student activities.
- All of the current student activities will be reviewed and the principals will reach an agreement as to Harrison students' level of participation.

12. Lunch

- A separate lunch period for Harrison was established in the mid 90s for the purpose of fostering a sense of community. However, this has since become a contentious and divisive issue. Therefore, the district administration will render a final decision in this matter based upon a review by the district's Food Services Department and input provided by the Student and Faculty Senates.
- Both Harrison and Lakeland administrations will work together to cultivate a climate of orderliness, cleanliness, and respect for property and persons.

13. Graduation

- Recognizing that Harrison's graduation ceremony is unique, it is understood that there will continue to be separate ceremonies.

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14. Yearbook/Bagpipe

- In order to fulfill contracts already in place, the LHS and HSA yearbooks will be separate for the 2012-2013 school year. Beginning with the 2013-2014 school year, there will be a single, unified yearbook. In the spring of 2013, the yearbook advisor, the Herff Jones representative and the administrations from both schools will meet to reconcile issues and prepare a plan for the book. Issues to be addressed include the amount of Harrison coverage in the book, Harrison student participation in putting the book together, and cost of the book.
- Harrison students, personnel and activities will be included in the Bagpipe (both online and magazine formats). The yearbook/Bagpipe advisor will communicate regularly with a staff member designated by the Principal of HSA.

14. Incidents on Campus

- In the event of an incident on campus, the principal of the first school will contact the principal of the second school. If the principal is unable to make the contact, the principal's secretary or and Assistant Principal will do so.
- The principals will work together to deal with incidents on campus regardless of its origin.
- Providing a safe and secure campus is a priority. Therefore, either principal will have the right to remove disruptive persons from the campus.

Promoting "We"

What can educational leaders at the school do to promote a collaborative and inclusive environment? It is not likely that conflict will ever go away completely. Those who have taught in an area that is high profile in nature or gain certain notoriety identify with this issue. Even perceptions of our magnet/choice schools deal with this in some manner every year. However, it is incumbent for the educators and support staff to rise above the fray and find the words to articulate in a better way that we are in the educational process together.

When a student is on the campus, the student is everyone's responsibility. All administrators, deans, teachers and support staff have a responsibility to respond in like manner for all children on campus. At Lakeland/Harrison, there is a perception of lines being drawn where adults cannot determine their role and responsibility for the direction of students. It is understood that students do not roam into certain buildings such as the art lab at Lakeland Senior or the band room at Lakeland Senior. It is equally as important that learning spaces at Harrison be monitored by knowing why a person is in those spaces. It is appropriate to limit where students have access on all school campuses.

Lakeland and Harrison staff should feel empowered to move freely and be engaged to the fullest extent throughout the campus of Lakeland and Harrison facilities. When students see this intermingling of staff, it demonstrates to them a unity that serves as a model for them. The power of art infusion and arts integration into the academic world is worthy of study and investigation as it will broaden the total education of all our students on all school campuses.

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I hereby agree to the expectations outlined above as a condition of continued current assignment.

Date: 10-1-12

Tracy E. Collins

Tracy E. Collins, Principal

Lakeland Senior High School

Craig S. Collins

Dr. Craig Collins, Principal

Harrison School for the Arts

By executing this document, I admit
no wrongdoing and do so in an
effort to benefit both of these
important educational institutions
C/C/K

David F. Lewis

Witnessed by:

David F. Lewis

Associate Superintendent of Learning